



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS – ALASKA
HUMAN RESOURCES OFFICE
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22 Apr 2013

MEMORANDUM FOR ALASKA NATIONAL GUARD AIR GUARD RESERVES (AGR)

SUBJECT: Off-Duty Employment for AGRs (HRO Policy Letter 13-09)

1. **Purpose and References.** The purpose of this policy is to provide guidance to AGRs who desire off-duty employment. This letter is a repeat of the information listed in these references: The Alaska National Guard AGR Handbook, ANGI 36-101, and DoDD 5500.7-R. This policy updates previous policies, same subject (12-09).

2. **Discussion.** AGR personnel may obtain off-duty employment that does not conflict with their assigned military duties. Prior to accepting outside employment, written notice of the proposed job, nature of duties, and hours of employment must be provided to their commanding officer and permission obtained. When evaluating these requests the commander should take into account a number of considerations to include:

- a. The job should not interfere with nor create a conflict of interest with the individual's military duty nor should the job create a risk of bringing discredit to the individual or the Alaska National Guard.
- b. The outside employment must not hamper the individual's ability to satisfactorily perform their military duty. This would occur when the outside job entailed such hours and physical demands that the AGR would continually report for work physically or mentally drained or create an undue risk of injury.
- c. The job must be accomplished during regularly scheduled off-duty hours. Military time and material cannot be utilized for the purpose of the AGR conducting their part-time job. If the proposed job creates a problem in one of these areas or during the course of the employment a problem arises, a commander may deny or revoke permission for the part-time employment.
- d. The commander, head of the organization, or supervisor may prohibit the employment or activity if he/she believes that the proposed outside activity will detract from readiness or pose a security risk.
- e. Commanders must maintain a copy of written approval for all AGR Airmen and Soldiers on AKNG Form 3902, *Application and Approval for Off-Duty Employment*. Mission needs must be the guiding force behind approval of outside employment. Due to possible conflicts of interest, AGR Airmen must not be employed as State civilian employees (temporary, permanent or state active duty).

3. For questions concerning this guidance, please contact the AKNG AGR Manager in the HRO, 907-428-6433.

EDITH M. GRUNWALD, Col, AKANG
Director, Human Resources

Attachment:

AKNG Form 3902, *Application and Approval for Off-Duty Employment*